



# Room Use in the Tigard Public Library

## 13500 SW Hall Blvd, Tigard

## Policies and Rental Procedures

**Library Meeting Room Availability:** The **Community Room** is available for rental Monday through Sunday, 8:00 a.m. to 10:00 p.m. The **Conference Room** is available for rental during normal Library business hours. Please contact the City of Tigard's Room Reservation Coordinator at 503-639-4171 to check room availability.

### About the Rooms:

The **Community Room** is approximately 3,000 square feet and seats 160 people. Forty 2-person tables and 160 chairs are provided and allow for flexibility in the room's set-up configuration. The room is equipped with two projection screens. Fabric wall coverings allow temporary display space and can be used to facilitate meetings. A hard-surface "stage" floor at the front of the room accommodates performances. The pantry allows users to provide food and beverage within policy guidelines. A refundable cleaning/security deposit is required for all reservations.

The **Conference Room** is approximately 400 square feet and seats 25 people. The room has a conference table, 25 chairs, white board and projection screen. The room is suitable for meetings and classes that will not be disruptive to other Library users. A refundable cleaning/security deposit is required if more than light refreshments will be served at the function.

### Making a Reservation:

- All reservations require submission of a *Tigard Library Room Reservation Application*. The person signing the application must be present at the function and will be responsible for ensuring the room use policies and procedures are followed.
- Applicants must be 21 years of age or older.
- The minimum reservation period is two hours. Include time in your reservation request for both set-up and clean-up.
- Reservation requests will be tentatively held for ten (10) business days from the date of the room use request. If the application and rental fee have not been received during the ten (10) day tentative reservation period, the tentative reservation will be removed and the room made available to others.
- Applications and rental fees for room use must be received at least ten (10) business days in advance of the rental date. When required, the \$100.00 refundable security deposit is due ten (10) business days in advance of the rental date.
- All Community Room users are required to meet with the Room Reservation Coordinator, at the Community Room, prior to the event to go over access, security, room configuration, lighting and special needs.
- Upon approval of the *Room Reservation Application* a letter confirming the use will be mailed to the applicant. The applicant may be asked to show the confirmation letter when picking up the key.

Please direct all questions to the City's Room Reservation Coordinator prior to the date of the function. While Police Department and Library staff will do their best to answer your questions they do not have the same familiarity with room reservation policies and procedures or access to reservation records.

### Rental Fees:

The rental rates shown are hourly rates. Fees charged will be based on ½ hour increments. Please see the "Group Classifications" on page 2 to determine which fee category is applicable.

Pantry access includes: access to a microwave, refrigerator, dish washer, sink and counter space. The pantry may be used as a staging area to serve food. Due to health code restrictions, food preparation is not allowed within the facility.

Community Room	Group 1	Group 2	Group 3
Room rental – 160 person capacity	\$25.00	\$40.00	\$50.00
Pantry rental	All groups \$5.00 per hour		

Conference Room	Group 1	Group 2	Group 3
Room rental – 25 person capacity	\$5.00	\$10.00	\$15.00

## Group Classifications

The Library and other City business have priority room use. For the purpose of scheduling all other events and determining fees, groups will be classified as shown below:

### **Group 1: Tigard Residents and Non-profit Organizations**

For purposes of determining group classification, a resident is defined as:

- An individual who resides or owns property within the city limits of Tigard;
- A business whose office is located within the city limits of Tigard and the business has paid their current business tax. Individuals who are employees of a business located within the city limits of Tigard, but do not reside or own property within the city limits, are not considered Tigard residents.

### **Group 2: Profit Events by Tigard Residents**

A profit event is defined as one that promotes a for-profit business. A profit event may include an event in which an entrance fee is charged; or where merchandise is offered for sale; or where future business will be solicited by a speaker or through literature available at the meeting.

### **Group 3: General Public**

Individuals and profit organizations located outside of the city limits of Tigard.

The City's goal is to allow as many different groups as possible an opportunity to use the facilities. One time room use may be reserved up to six months in advance of a function. Recurring room use may be reserved up to one month in advance.

## Security Deposit:

A refundable security deposit of \$100.00 is required for all Community Room reservations. The deposit is due a minimum of ten (10) business days in advance of the rental date.

### **The security deposit may be refunded under the following conditions:**

1. The facility is clean and in good condition and the following has been done:
  - wood covered floors swept and mopped;
  - carpeted areas vacuumed;
  - all waste emptied into garbage containers;
  - tables and chairs cleaned and returned to the original configuration;

#### ***If the pantry is used:***

- linoleum covered floors are swept and stains removed;
- sink is clean and garbage disposal ran;
- counter tops are wiped clean;
- refrigerator is clean and empty; and
- dishwasher is empty and outside wiped clean.

*The City is unable to furnish cleaning supplies, mops, or brooms. Please plan to bring your own supplies. In the Community Room a vacuum cleaner, which is kept in the storage room, is provided for your use.*

2. The facility and equipment is left undamaged.
3. The room, and if appropriate, building is secured and the key and *Checklist for Meeting Room Users* are turned in to the Police Department by the ending time indicated on the room user's *Room Use Application*. Failure to leave the building and return the key by the ending time of the event will result in a charge of twice the hourly rental fee per hour (\$25 per hour for Library Conference Room users).

### **The room user may also be liable for:**

1. Repair or replacement of equipment or facilities damaged during use.
2. Replacement of locks and keys, in the event keys are not returned.
3. Additional expenses incurred by the City to clean room(s) if not left in the same condition as found.

The Administrative Services Manager will determine the amount of the security deposit to be refunded based on the applicant's checklist, input from the City's maintenance department and input from Library personnel. If any of the deposit is kept by the City, a listing of how the deposit was applied will be provided to the room user. Deposits will be refunded within three weeks of the event or within three weeks of cleaning or repairs being completed.

### **Miscellaneous Guidelines:**

1. The City requests that a second adult also be authorized, in the *Room Use Application*, to pick-up the building key from the Police Department. Police Staff can release the room key no more than 15 minutes prior to the reservation time.
2. All publicity must carry the name of the organization sponsoring the program or meeting. The Library shall not be identified or implied as a sponsor. Room users are prohibited from posting or distributing materials in the Library building without prior approval from Library administration.
3. Rental of the Community Room is for the room and/or pantry only. The courtyard and lobby may not be used for the event.
4. Smoking is prohibited within the Library and courtyard. Smoking is allowed in the plaza entry in front of the Library.
5. Materials or decorations may be attached to fabric wall coverings by T-pin or push-pin. Please do not attach anything to painted walls.
6. Use of open flame, candles, glitter or confetti are not allowed. Helium balloons may be used, but if they escape and city staff is required to retrieve them, the applicant will be charged.
7. Beverages are allowed, however, dark juices are not. (Dark juices are prohibited because stains are difficult to remove from the carpet.)
8. Alcohol is not permitted in or on the premises of the Library.
9. Caterer carts are not to be taken through the lobby. A side entrance, by the pantry, is available for entering. The room user must be present and is responsible for opening the door by the pantry for the caterer.
10. Functions must not violate City of Tigard ordinances or state statute.

### **Parking Requirements and Courtesy to Library Operations:**

The Library will be open for business during most scheduled functions. User functions may not disrupt Library activities or patrons. When an event takes place during hours that the Library is open, event parking is at Tigard City Hall. Please include parking information in your invitations or promotional materials. The Library Director or designee may terminate any function that is disruptive to the Library's operations. If a group is asked to leave the building during a function, because of a failure to follow the room use policies, the group's rental fee will not be refunded.

### **Security Alarm Fee:**

When the Community Room is used a room user may be required to disarm the system upon entering the building or alarm the building at the end of the event. Instructions on how to activate and deactivate the security system will be provided at the time that the room key is picked up from the Police department. If the security alarm is triggered by a room user, and a city employee is required to respond to the alarm, the following sanctions will be imposed:

- First time call-out: \$50.00 charge.
- Second call-out within a one-year period: \$75.00 charge.
- Third call-out within a one-year period: \$75.00 charge and suspension of room use privileges for three months.

### **City Liability:**

All groups or individuals using City rooms agree to take appropriate measures to protect, indemnify, and defend the City, its elected and appointed officials and all employees against any and all claims as a result of persons attending any function at the facility. This provision includes any expenses incurred by the City defending any such claim. The City, its elected and appointed officials and all employees will not be held responsible for any lost or stolen articles as a result of persons attending any function in the building.

### **Cancellations:**

Please submit cancellations, in writing, no less than two (2) business days prior to the scheduled event. A \$10.00 service charge will be retained for each cancellation. Room rental fees will be forfeited if an event is cancelled with less than 2 days notice.

All efforts will be made to keep the room schedule intact; however, the City retains the right to cancel or relocate a function upon fourteen (14) days notice.

### **Submitting an Application:**

The application, room rental fee, and security deposit may be mailed or delivered to the City of Tigard, 13125 SW Hall Blvd., Tigard, OR 97223. Payment of the rental fee and security deposit may be made by cash, check, Visa or MasterCard. Visa and MasterCard payments are accepted at the City Hall counter or in writing by submitting the City's *Credit Card Authorization* form.

***If you have any questions, please contact the Room Reservation Coordinator at 503-639-4171.***

